Spell Way User Manual

Courseware Solutions Inc.
www.wordville.com

Spell Way User Manual

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Getting Started

IMPORTANT: Before starting the program, adjust the sound volume on your computer to an audible level. You must have SOUND to run **Spell Way.**

Insert the CD-ROM into the CD-ROM drive.

Windows

a) Select Run from the Start menu.

b) Type:

d:\Spell Way.exe

and press ENTER or click OK. If your CD-ROM drive is not "d:" type its letter instead of "d";

or, alternatively, click **Browse** and locate **Spell Way.exe** on the CD-ROM drive.

Macintosh

a) Double-click the Spell Way CD icon to open it, if necessary.

b) Double-click the **Spell Way** icon to start.

Electronic user manual

Double-click the **Spell Way Manual.pdf** icon to view and/or print this manual. Adobe Acrobat Reader, a free download from www.adobe.com, is required to view the manual.

Overview

General description

Spell Way is a member of the ***Wordville*** series of educational software, which is designed to make learning basic language skills fun. **Spell Way** focuses on spelling and consists of a collection of ten multi-level, multimedia learning activities. Options are available which allow teachers to specify the words used in the program or to save student records for later review.

Spell Way's ten interactive activities all have a game show or contest setting. Three of the activities *(Millionaire, Practice* and *Fastest Fingers)* are general spelling activities, using words randomly drawn from the program's complete pool of more than 500 words (see Word Index, p. 23). The remaining 7 activities focus on specific spelling patterns and use subsets of the full word pool.

The software includes a wide range of presentation formats that take into account students' different learning styles, ability levels and interests. For example, *Fastest Fingers* and *Prefixes & Suffixes* will appeal to those who like to race the clock, the *Vowels* crossword puzzles and *Consonants* scrambled words are based on classic paper-and-pencil word play puzzles that are often enjoyed by patient, persistent problem-solvers, and *Millionaire, Compounds* and *Roots* use familiar TV quiz show models. Students who are familiar with these formats will recognize familiar rules and goals, and those who are not may discover new ways of having fun with words.

Suggested grade range

Although spelling lists and requirements vary from school to school, the words included in the **Spell Way** word pool are typical of many grades 5 to 8 classrooms.

Specific grade references have been avoided within the program itself, as **Spell Way** is very suitable for use both as enrichment for younger children and remediation or review for students in higher grades. Further expanding the grade range of the program are the levels within the activities and the fact that teachers can alter the words used in the program.

Recommendations for use

Spell Way's audio component is of central importance to the program. Sound must be enabled on student computers, and the program should be used by individual students with headphones or using computers arranged so that their speakers do not interfere with each other.

Most students prefer to spend a full period using the program and there is enough material in the program to occupy most students for at least 10 periods.

Spell Way is designed as a supplementary tool for teachers and may be used as:

- a highly motivating way to reinforce and provide additional spelling practice

- remediation, review or enrichment for students at any grade level
- an environment for independent student study - most students readily begin exploring **Spell Way** on their own and require no adult supervision
- part of a teacher-directed learning plan to address specific spelling skills
- a source of assessment information about a student's spelling abilities - each activity builds a list of words that the student has spelled correctly and students are encouraged to create a handwritten copy of the word list to further reinforce their learning. Teachers may review these word lists and observe student interaction with the program to evaluate student progress and assess current levels of performance.

Like other members of the *Wordville* series, such as *Word Way* and *Write Way*, **Spell Way**'s user-friendly, fun approach to learning makes it very suitable for home use, as well.

Curriculum content

Spell Way focuses on spelling and on vocabulary skills related to spelling. The names of the seven special patterns activities indicate the particular spelling areas addressed:

Compounds	*Consonants*	*Endings*	*Homophones*
Prefixes & Suffixes	*Roots*	*Vowels*	

In addition, the three general activities, *Millionaire, Practice and Fastest Fingers,* require students to spell words randomly chosen from all of the areas above.

The *Spell Way Dictionary*, with definitions and pronunciations, may be consulted by clicking a button during most of the activities.

Brief reminders and key points are displayed at appropriate points in the program when HELP is clicked, but because students rarely use HELP buttons, the program focuses on guiding students to correct responses through immediate feedback, coaching and hints.

By exposing students to a large collection of grade-appropriate words and encouraging them to examine their definitions, pronunciation and spelling patterns, **Spell Way** helps students expand both their vocabulary and spelling skills. In addition, **Spell Way**'s instructions and clues may help motivate students to read and follow written directions.

Letter-by-letter spellcheck

Spell Way often uses letter-by-letter spellcheck to provide instant feedback to students and coach them to spell correctly. Each letter key that is pressed is checked by the program, and if it is not correct, the letter does not appear on the screen. Instead, there is an audio error signal which prompts the students to try another letter, until a correct choice is made. As a result, students never see an incorrectly spelled word while using **Spell Way**, and they are never in doubt about whether they have spelled a word correctly - if they can see it, it's correct.

Levels

Spell Way activities have two or more levels, with higher levels being more difficult due to

the words used or activity-dependent factors, such as the number of clues available or the number of words to be spelled. Generally, higher levels are rewarded with higher winnings.

Students automatically enter an activity at Level 1. When they successfully complete a round, they automatically advance to the next higher level. Students may override the program control and change level at any time, however, by clicking the Level buttons.

Word Lists and winnings

In **Spell Way**, student achievement is reflected in a general way by Winnings and in a specific way by Word Lists. Winnings are the amounts that students earn as contestants in the activities. A Word List contains all the words that have been spelled or encountered during the activity.

Each round in a **Spell Way** activity ends with a screen which displays the Word List, the winnings for the round, and the cumulative winnings for the session. These screens may be printed and kept as a record of achievement. The **Spell Way** home page displays the cumulative session winnings for all activities and may also be printed. Students are also directed to copy the Word Lists.

The creation of these handwritten lists is an important component of the program, reinforcing and amplifying the learning process. They provide the teacher with a complete record of the specific words studied by the student while using **Spell Way**, and should be reviewed and checked on a regular basis.

Student Assignment & Tracking Sheets are provided in the Teacher Kit to motivate students to create Word Lists as they use the program. The completed sheets can be submitted to the teacher or saved by students as a record of progress.

Also included in the Teacher Kit are Supplementary Activities which are based on the student Word Lists and serve to underscore their importance.

Customizing the word pool

All of the words used in **Spell Way** are listed in the Word Index on page 23. Teachers have the option of customizing **Spell Way** to conform to their exact curriculum needs by deleting or rearranging the audio files provided, or by adding their own audio files (see page 20).

Student records version

Teachers also have the option of having **Spell Way** generate student records to be stored on the computer for later review (see page 27). The records generated contain the cumulative sessions winnings for each activity, as displayed on the Home Page while the program is being run.

Technical Information

Spell Way is a dual-platform multimedia CD-ROM program that runs on a Windows PC or a Macintosh with the following minimum requirements.

Windows PC

- ✔ Intel Pentium 166
- ✔ 32 MB of available RAM
- ✔ Windows 95, 98, or NT 4
- ✔ 256-color monitor, 640 x 480 resolution
- ✔ CD-ROM drive
- ✔ Windows-compatible sound card

Macintosh

- ✔ Power PC 120
- ✔ System 8.1
- ✔ 32 MB of available RAM
- ✔ 256-color monitor, 640 x 480 resolution
- ✔ CD-ROM drive

Headphones or speakers are strongly recommended. A printer is optional.

Manual

The electronic version of this manual in Adobe pdf format is included on the **Spell Way** CD-ROM. Adobe Acrobat Reader (a free download from www.adobe.com) is required to view it.

Copying to a hard drive

Spell Way was developed to run directly from the CD-ROM. In this mode, no installation is required and no storage space is required on the hard drive. **In order to use either the word pool customization option or the student records version, however, Spell Way MUST be copied to a hard drive**. Once copied to the hard drive, the CD is no longer required to run the program.

To copy **Spell Way** to a hard drive, create a new folder named *Spell Way Folder* on the hard drive. Then copy all the files and folders from the CD-ROM, which require about 70 MB, into your newly created *Spell Way Folder*. Check that all of these files and folders are present in the *Spell Way Folder*:

- ✔ Spell Way (.exe)
- ✔ DATA folder
- ✔ Xtras folder
- ✔ Prefs folder
- ✔ UpdateWordList (.exe) (required for the word pool customization option)
- ✔ Spell Way Manual.pdf (if you want to use the electronic version of the manual)
- ✔ Teacher Kit.pdf (an electronic version of the School Edition's Teacher Kit)
- ✔ Fast Spell Way (.exe) (if Spell Way loads very slowly)
- ✘ Only copy the Records Version folder and its contents (72 MB) if you are planning to use the student records version of Spell Way.

Troubleshooting - Macintosh

Problem	*Possible Cause*	*Possible Solution*
PERFORMANCE		
Program seems slow Program freezes	• not enough memory (at least 32 MB is required)	• Don't run other programs while running **Spell Way.** • Close all other open folders and program windows. • Allocate more memory to the program. If necessary, turn ON virtual memory. • Restart the computer
No sound Director Player Errors	• sound volume is too low • Xtras folder is not being accessed	• Turn up the volume. • If running on a hard drive, copy the Xtras folder from the Spell Way CD to the same location as the DATA folder
PRINTING		
Page doesn't print	• printer driver not installed or active • printer not properly connected • printer not selected under Chooser	• Refer to your printer and computer manuals. • Use the Chooser to select the printer you are trying to use.
	• the Print Disabled Version of **Spell Way** may be active	• Use the original version of **Spell Way**.
Printing is slow	• slow processor	• Don't use **Spell Way** while the printing is processing.

Both MAC and WINDOWS

Always have the sound on and adjust the volume level before starting the program. If words are difficult to understand, try using headphones or external speakers or running from your hard drive (see page 5 for instructions on copying to the hard drive) rather than directly from the CD-ROM.

Troubleshooting - Windows

Problem	***Possible Cause***	***Possible Solution***
PERFORMANCE		
Program seems slow Program freezes	• not enough memory (at least 32 MB is required)	• Don't run other programs • Restart the computer
Some text on the screen seems too large		• Choose small fonts instead of large fonts in display set up
No sound	• sound volume is too low	• Turn up the volume.
Director Player Errors	• Xtras folder is not being accessed	• If running on a hard drive, copy the Xtras folder from the Spell Way CD to the same location as the DATA folder
PRINTING		
Page doesn't print	• printer driver not installed or active • printer not properly connected • printer not selected under printer settings	• Refer to your printer and Windows manuals • Select your printer using Start>Settings>Printers
	• the Print Disabled Version of **Spell Way** may be active	• Use the original version of **Spell Way**.
Printing is slow	• slow processor	• Don't use **Spell Way** while the printing is processing

Both MAC and WINDOWS:

If the program is on your hard drive and the same words seem to be used over and over or if you can't hear many of the words at all (in the *Spell Way Dictionary,* for example), somebody may have customized the word pool and removed some of the words. To restore the original word pool, either run from the CD-ROM or copy the entire program from the original CD-ROM to your hard drive again.

Home Page

- To select one of the ten **Spell Way** activities, click its picture or icon button.
- To return to this home page, click the HOME button in each activity.
- To see a brief description of each activity, hold down the shift key and move the mouse over an icon button, but don't click.
- The cumulative winnings for each activity are superimposed on the activity picture, and the grand total of all winnings is displayed to the left. These measures reflect the work that the student has done during the current session and the home page may be printed and used to track general student progress. In the example above, the student has won $600 in *Practice* and $10000 in *Prefixes & Suffixes* for a total of $10600 during this session.
- The rectangular buttons in the upper left corner of the screen are:

  QUIT – to exit from the program **Spell Way** completely

  HELP – to hear or see context-sensitive help

  CREDITS – to see a list of the creators of **Spell Way**

  PRINT – to print the screen with its record of winnings for this session.

Millionaire

This activity has a TV game show format. In Level 1 students must spell 5 words randomly drawn from the general program pool (the SNDS folder). The word is pronounced and before clicking "Final Answer", the student may click any of the 5 helping hands once. Descriptions of the helping hands are shown when the mouse is rolled over a hand with the SHIFT down.

- "Definition sentence" gives the *Spell Way Dictionary* definition
- "Dictionary" pops up the *Spell Way Dictionary*
- "Letter-by-letter spellcheck" is described on page 3
- "Number of letters" in the word to be spelled
- "Word print" shows the general shape of the letters in the word

Students who complete a Level 1 round have their winnings added to their cumulative session total and automatically move to a Level 2 round. Level 2 has 7 words, 3 from the SNDS folder and 4 from the more challenging DIFF folder. Students may change level at any time by clicking the "Level 1" or "Level 2" buttons.

In the example above, the student correctly typed the first word, "enact", which has been added to the Word List. The letters for the second word, "rainy", have just been typed and appear in the green answer window, and "Final Answer" is about to be clicked.

Practice

QUIT
HELP
Dictionary
HOME
Winnings
$ 100
$1000 for Level 2
$100 for Level 1
$1 for words you see first
You must type this word to complete the round.
delighting
doorknob *
Your Word List
delighting
Click to hear the word. Shift+Click to see it.
Click to hear the word. Shift+Click to see it.
Click to hear the word. Shift+Click to see it.
Click to hear the word. Shift+Click to see it.
Improve your spelling skills by typing these 6 practice words.
Add or Subtract Special Practice Words
Level 1
Level 2

In this flash-card-style activity, six practice words are randomly chosen from the general program pool (SNDS folder) in Level 1, or the more challenging DIFF folder in Level 2. The student clicks any of the 6 buttons to hear a word, and then tries to type it.

Letter-by-letter spellcheck is in effect, which means that if the students tries to type an incorrect letter there is an error sound and the letter won't appear. Students therefore can try to spell the word in various ways, but only the correctly spelled word will appear - the student will never see a misspelled version of the word. Correctly spelled words are added to the Word List.

The student can give up and see the word by holding down the SHIFT key while clicking its button, but to help them learn the correct spelling, they are still required to correctly type the word in order to complete the round and accumulate their winnings. Words like this, that the student has to look at, are added to a Special Practice Words list, which means that they will appear in future practice rounds.

Students who wish to choose their own practice words should click "Add or Subtract Special Practice Words" where they can select words from **Spell Way** word pool lists. They can also remove words from the Special Practice Words list once they feel confident that they can spell them correctly.

Fastest Fingers

In this 60-second race against the clock students win $1000 in Level 1 and $2000 in Level 2 for every word correctly spelled. The spoken words are randomly chosen from the general program pool (SNDS folder) in Level 1, and the more challenging DIFF folder starting from the third word in Level 2.

Letter-by-letter spellcheck is in effect, which means that if the students tries to type an incorrect letter there is an error sound and the letter won't appear. Students therefore can try to spell the word in various ways, but only the correctly spelled word will appear. Correctly spelled words are added to the Word List.

Students can PASS if uncertain about a word. The only penalty is using up time on the clock. Missed words are starred in the Word List.

A minimum of three correctly spelled words is required for a win in Level 1. Five correctly spelled words are required for a win in Level 2.

Compounds

In this activity, based upon the familiar game of *Concentration*, students match up pairs of words to form compound words. In Level 1 there are 4 pairs of words to match and in Level 2 there are 6 pairs.

Words drawn from the special pool described below are randomly arranged on the game board, and the player's goal is to find two words that form a compound word. If a match is made, the rectangles disappear, revealing the winnings, and the compound word moves to the Word List. If there is no match, the words are hidden again and the student must concentrate to remember the words and their positions in order to make subsequent matches.

Winnings for each match can range from $500 up to $2500 per word. The higher amounts are found only in Level 2. The game ends when all of the words have been matched.

The compound words for both Level 1 and Level 2 are drawn from a large pool that includes familiar words such as:

anybody, anywhere, something, somebody, everyone, everything, everywhere, doorknob, daredevil, sweetheart, hideaway, haystack, wrongdoing, wheelbarrow, masterpiece, tiptoe, newborn, eggshell, southwest, paperweight, ladybug, sunshine, crosswalk, grandfather, briefcase, earthquake, motorcycle, strawberry, flagpole, etc.

Consonants

QUIT
HELP
Dictionary
HOME
Unscramble 3 mystery words by dragging the balls to the rings to spell the original word.
All 3 words have a soft "c", meaning that they use "c" to spell the "s" sound.
Your Winnings
$ 1
Level: 1 2 3 4
Per word: $1 $10 $100 $1000
Your Level
1 2 3 4
Click to change level.
b
Here's the second scrambled word of this round.
i
c c y l e
A _____ is a vehicle with two wheels, one behind the other.
LEVEL 1 Round
(3 hint buttons)
cancel
Word Print
Definition Sentence
Pronounce

In this variation of *Scrambled Word*s, students are given letters which can be rearranged to spell a word that follows the spelling pattern described by the hint. In the example above, the student previously unscrambled "cancel", and is now trying to spell another soft "c" word with the letters "cciylbe". The "b" has been dragged to the first ring which the student knows to be correct because incorrect letters bounce out of the rings. Three words must be unscrambled to complete a round and have the round winnings added to the cumulative session total.

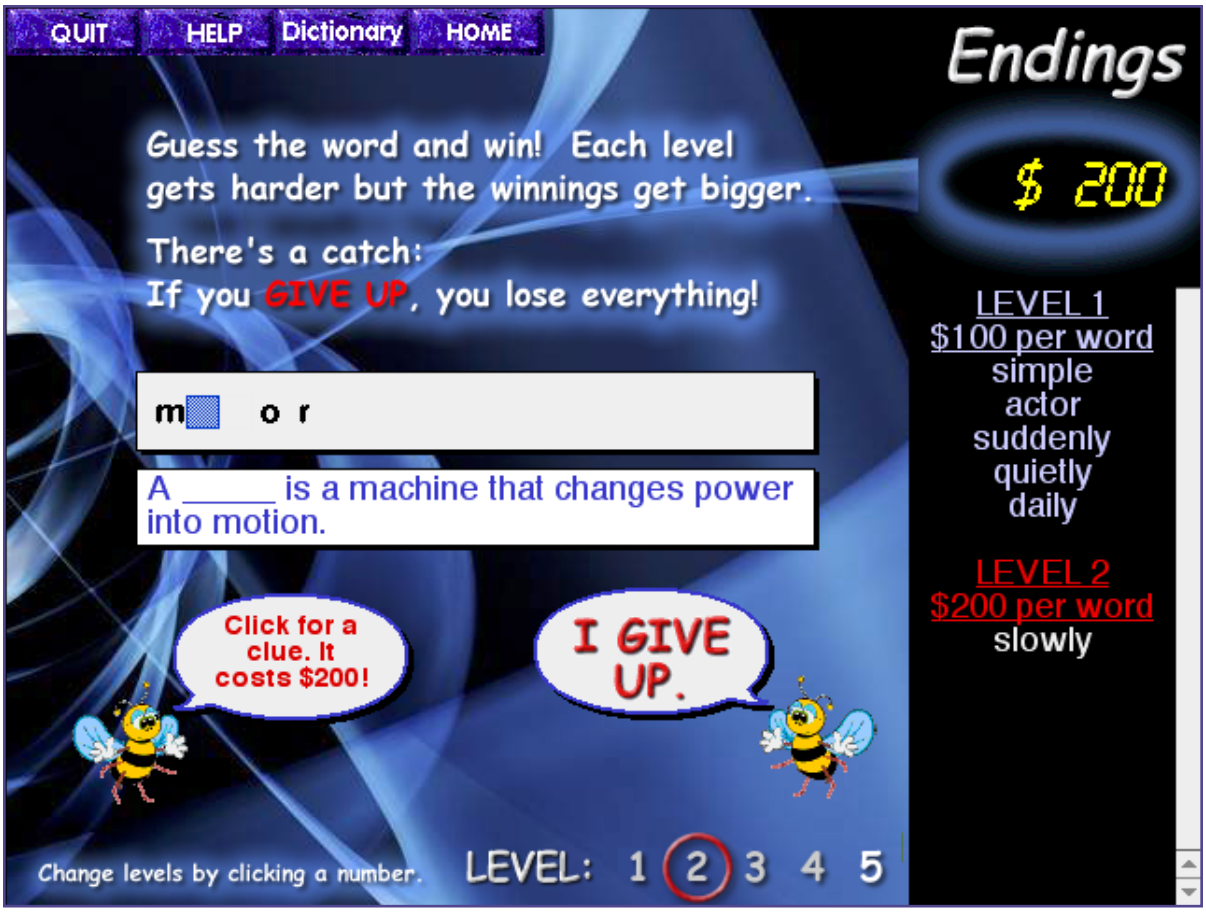
In Level 1, the student can click three hints along the bottom of the screen:

- "Word Print" shows the general shape that the letters in the word form (see example above, which shows the general shape of the word "bicycle").
- "Definition Sentence" gives the *Spell Way Dictionary* definition, with a blank replacing the mystery word (see example above).
- "Pronounce" pronounces the mystery word.

In Level 2, only "Word Print" and "Definition Sentence" are available; in Level 3, only "Word Print" is available; and in Level 4, there are no additional hints.

The spelling patterns used are: "c" for "s", "ph" for "f", "ge" or "dge" for "j", "ck" for "k", and "se" for "s"; as well as, silent (e.g. "knife") and double consonants.

Endings



Students try to guess a word from its definition in this 5-level *Guess My Word* activity. The words all have ending sounds from the following pattern groups:

-ure	Examples: picture, future
-or -er	Examples: motor, writer
-al -el -le	Examples: legal, cancel, gentle
-ly	Examples: curly, slowly
-ies and *-ves* (plurals)	Examples: hobbies, wolves

There are five levels of difficulty in this activity. In Level 1 the student is required to type in only the ending of the word. In Level 2 (shown above), the ending is given and the student must type in the rest of the word. A clue (in this case, the next letter) is available for a price. In Level 3 and Level 4 the entire word must be entered and clues are available. In the most difficult level, Level 5, there are no clues. Letter-by-letter spellcheck is in effect in all levels.

If a student gives up, all the money from that round is lost and the student may begin the round again or choose a different level. Winnings from completed rounds are added to the cumulative session total.

Homophones

QUIT
HELP
HOME
Guess two mystery words that are homophones.
They sound the same but are spelled differently.
Your winnings
$30
Level 1 - $5 per letter
Level 2 - $500 per letter
o n e
o n
Top $50 for a Level 1 win, $5000 for Level 2
Your Word List
buy by
Click a letter and win $5 if it appears or lose $5 if it doesn't.
b c d f g h i j k l m
p q r s t u v w x y z
Single past victory?

In this activity, which is loosely based on *Hangman*, students try to spell a pair of words by guessing individual letters. If the letter is in one or both of the words, all occurrences are filled in, and the student wins $5 in Level 1 or $500 in Level 2. If neither word contains the letter, the student loses $5 or $500.

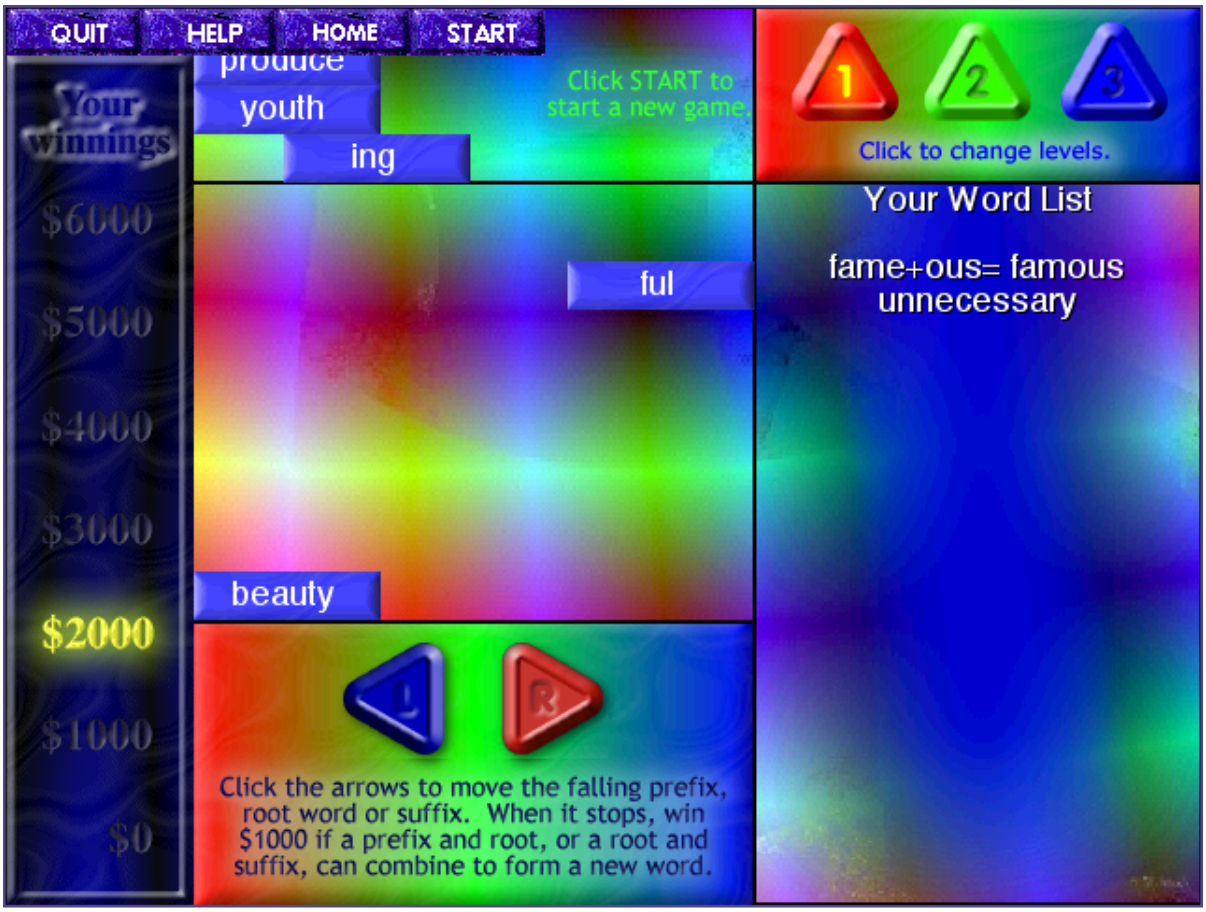
The two mystery words are homophones, words that sound the same but are spelled differently. For example, in the screen above, the student has previously guessed the pair "buy" and "by" and the two words have been added to the Word List.

In the current pair, the student has guessed "o", "n", and "e", which have been filled in. When the student tried "a", it was not in either word, so the student's winnings went down by $5 and a Crazy Clue ("Single past victory.") was given. The Crazy Clue is a nonsense phrase that combines hints about each of the words. In this case, "Single" refers to the first word ("one") and "past victory" refers to the second ("won").

After the student guesses all the letters in the two words, one of the hints is highlighted and the student can win another $5 or $500 by identifying the word referred to by the hint.

A round ends when the student's winnings are $50 in Level 1or $5000 in Level 2, at which point the winnings are added to the cumulative session total.

Prefixes & Suffixes



In this activity, random prefixes, suffixes and root words drop regularly into a box and the student uses the left and right arrow buttons to direct the falling pieces to form complete words. When complete words are formed, they are removed from the box and appear in the Word List. Pieces that don't form words accumulate in the box, eventually preventing further pieces from dropping and ending the round. In Levels 2 and 3 the word parts fall faster.

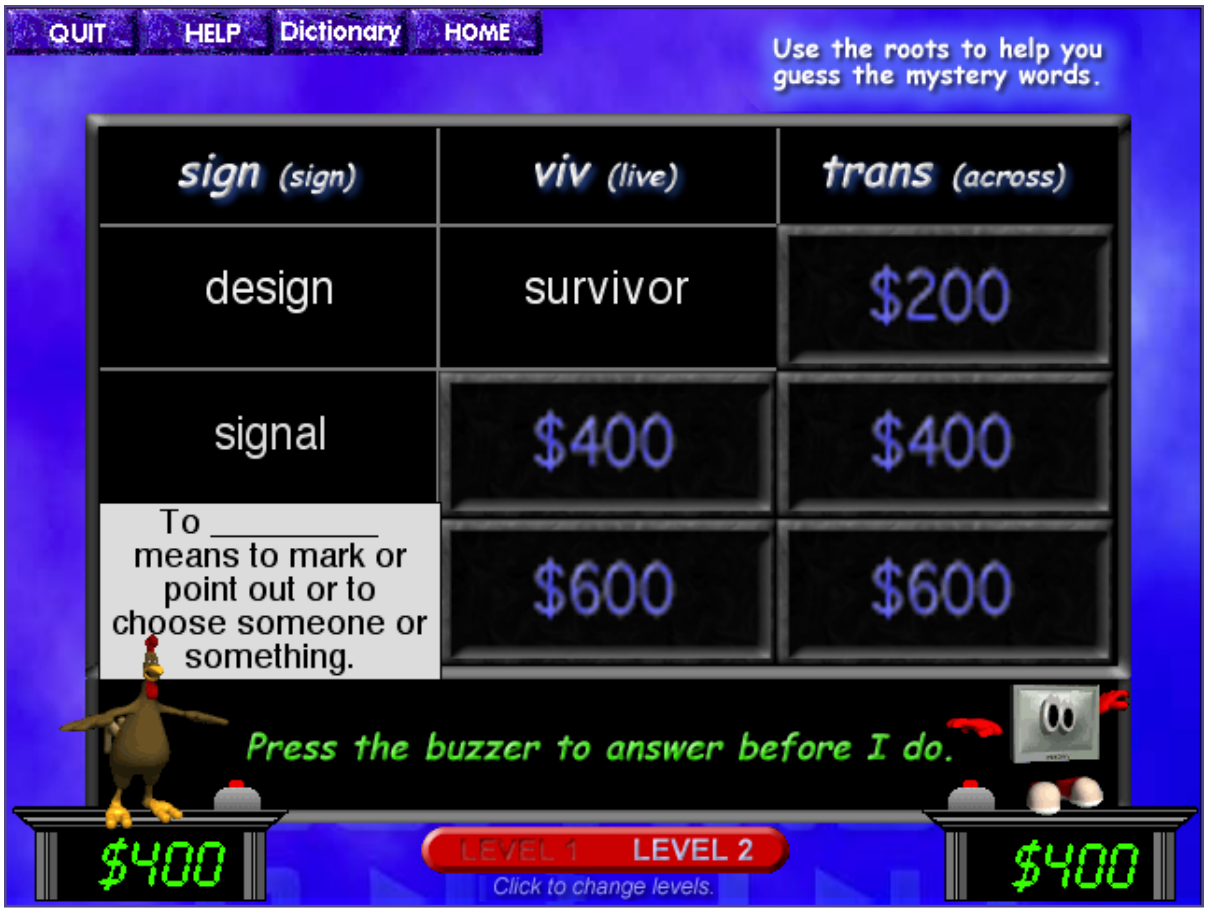
In the example above the word "beauty" previously landed in the middle, and the suffix "ful" is falling. If the student clicks the right arrow and directs "ful" to land to the right of "beauty", the word "beautiful" will be formed and added to the Word List. Otherwise, the "ful" will land in the far right column, no word will be formed, and the next word part ("ing") will begin to drop.

The words "famous" and "unnecessary" were previously formed and added to the Word List. In the case of "famous", the root word "fame" was followed by the suffix "ous". When they landed next to each other, the game paused and the student was reminded that when "ous" is added to a word like "fame", the "e" is dropped, resulting in "famous".

The prefixes used are: dis-, en-, im-, mis-, re-, un-

The suffixes used are: -ed, -en, -er, -est, -ful, -ing, -ment, -ous

Roots



This activity has a *Jeopardy* game show format. The categories are randomly chosen from a large pool of roots. Each of the three mystery words within a category contains that root. The mystery words are also randomly selected.

After choosing a player icon, the student competes against the computer to win. Students click one of the nine rectangles to reveal a definition. To win the amount associated with that particular clue, the student must correctly type the mystery word. Letter-by-letter spellcheck is in effect, which means that if the students tries to type an incorrect letter there is an error sound and the letter won't appear. Students therefore can try to spell the word in various ways, but only the correctly spelled word will appear.

In Level 1, the student always makes the clue selection and the computer wins points only when the student chooses to PASS or makes too many errors. In Level 2 (shown above), amounts are doubled and the computer is a better player. In a more traditional *Jeopardy* format, the student must buzz in before the computer does, to answer. Whoever answers correctly selects the next clue.

Students are required to equal or surpass the computer's winnings to "win" the game and have the amount added to the session total.

Vowels

QUIT
HELP
Dictionary
HOME
START
Your Winnings
$ 400
Click START for a new puzzle.
Level 1 $10 per word
Level 2 $100 per word
Level 3 $1000 per word
Play A Long
Clues (scroll for more clues)
ACROSS
2 Has fun, takes part in a game or sport, or performs on a musical instrument
6 _____ means having a lot of rain.
7 The _____ is the part of the body in the head that controls thoughts and actions.
8 A _____ is a small, heavy object placed on
DOWN
1 A person who does 2 Across
3 Opposite of CROOKED
4 To _____ is to play badly or incorrectly.
5 Follows seven
6 To _____ is to take the place of or put back in place.
Click a square, then type a letter.

This activity is a set of crossword puzzles, each made up of words with the same vowel sound or combination. As the levels increase, the puzzles become larger, with more words. In the example above, all the words have a long "a" sound. "Plays", "replace","brain" and "eight" have been filled in, based on the clues in the scrolling Clues boxes.

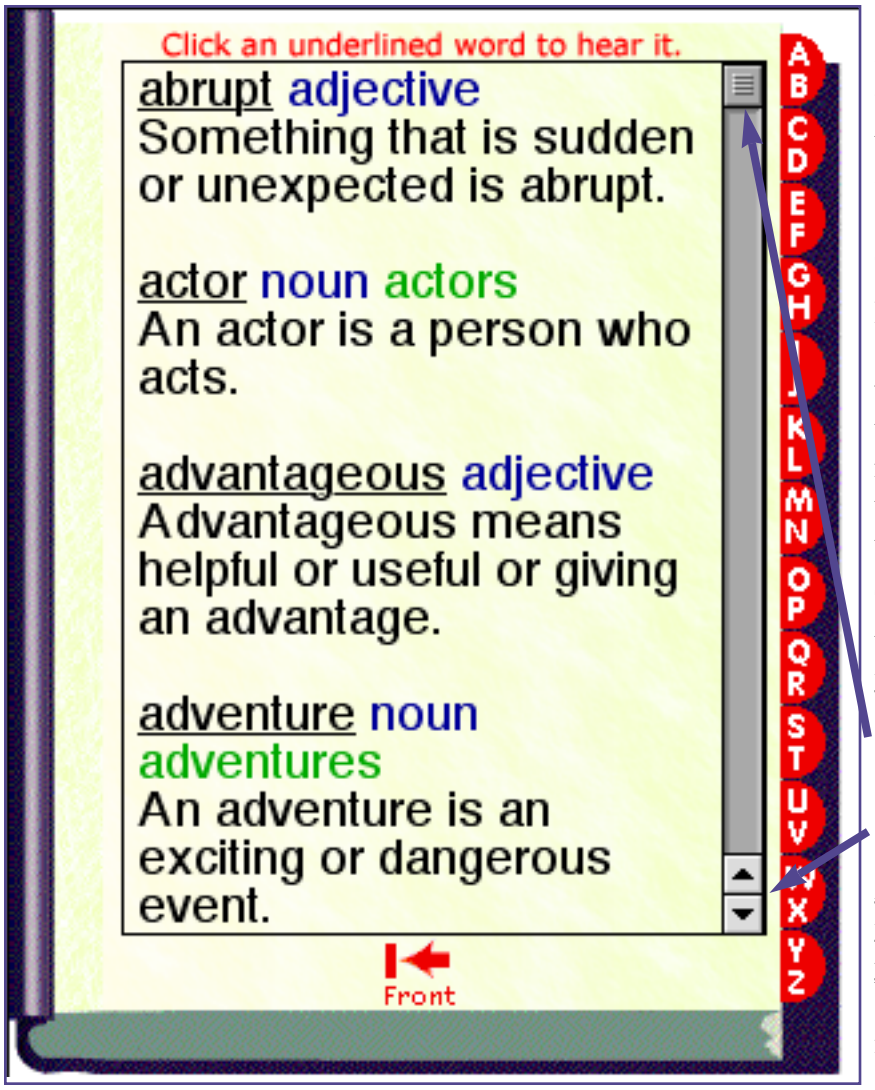
Letter-by-letter spellcheck is in effect, which means that only correct letters appear in the puzzle. If the student presses an incorrect letter key, an error message plays and the letter will not appear on the screen, giving the student a chance to try another letter. In addition to making sure that the student sees only correctly spelled words, this feature prevents incorrect word guesses, which in paper-and-pencil puzzles can lead to further errors and the frustrating task of erasing.

The round ends and the student's winnings are added to the cumulative session total when the puzzle is completely filled in. The student is then asked to create a Word List by sorting the words with the featured vowel sound (in this case, long "a") into categories ("a_e", "ai", and "other"), and writing them down.

The vowel sounds used are: long "a", long "e", long "i", long "o", long "u".

The vowel combinations are: "ie" and "ei" (together in the same puzzles), "oi", and "ou".

Dictionary



The *Dictionary* opens in its own window when the "Dictionary" button in the top button bar (see example screen for *Vowels* opposite) is clicked.

Each page is a scrolling field that lists all the words that begin with the two letters on the top-most tab. For example, the page to the left lists the "A" and "B" words.

To move up and down the list and see the rest of the words:

drag the square slider or

click the down or up arrows.

Any underlined word in the *Dictionary* will be pronounced when it is clicked (unless it is removed when customizing the word pool).

To turn to another page and see words that begin with other letters, click one of the red tabs, for example, "CD", "EF", "GH", etc.

To return to the front of the *Dictionary* (the "AB" page), click the red "Front" button at the bottom of the page. For example, if you were viewing the "ST" page and wanted to go back and look up a word beginning with "G", you would first click "Front" and then click the "GH" tab.

To close or minimize the *Dictionary* window, use the standard window buttons in the title bar that runs along the top of the window (not shown in the example screen above as they differ slightly between Windows and Macintosh systems).

The *Dictionary* lists for each word: its part of speech (in blue), other forms of the word such as the plural for nouns or tenses for verbs (in green), and a definition sentence.

Customizing the Word Pool

The **Spell Way** word pool initially contains the 587 words in the Word Index (page 23). The audio files for these words are in two folders within the DATA folder: the SNDS folder with 428 words or audio files and the DIFF folder with 159 more challenging words or files.

Changing the files in these folders and then running the program UpdateWordList changes the **Spell Way** word pool.

Because the information on a CD-ROM cannot be changed, **Spell Way must be copied to a hard drive** and run from the hard drive if you wish to customize it (see page 5).

UpdateWordList and customizing

UpdateWordList (located in the same place on the hard drive as the **Spell Way** program) is a program which creates a new list of the words in the SNDS and DIFF folders and writes this list as a file named WordList.txt in the Prefs folder. **Spell Way** uses this file, if it exists, as its word pool. To customize the word pool, therefore,

1. Change (add, delete, rearrange or replace) the audio files in the SNDS and DIFF folders.
2. **Before running UpdateWordlist, delete the current WordList.txt.** Look in the Prefs folder and delete the previous WordList.txt file located there.
3. Double-click (run) UpdateWordList.
4. Look in the Prefs folder and make sure that there is a WordList.txt file there with a creation date of today. If you are running on a network it is a good idea to lock the new WordList.txt (i.e., make it read-only access).

Effects of changing the word pool

The three general activities, *Millionaire*, *Practice* and *Fastest Fingers,* draw words randomly from the **Spell Way** word pool. Changing the word pool changes the words that student will be asked to spell in those three activities.

Altering the word pool does not affect the words used by the 7 special spelling patterns activities, with the exception of *Consonants,* where the "Pronounce" button and the fact that the words are pronounced after being unscrambled may be affected.

In the **Spell Way** Dictionary, words that have been deleted will not be pronounced when clicked. Words that are added to the word pool do NOT appear in the Dictionary. Audio files that replace initial audio files will be used when those words are pronounced in the Dictionary.

Customizing without creating new audio files

Teachers who do not have the means to add new audio files to the program can still customize the Word Pool by deleting or rearranging the audio files provided. For example:

To lower the overall difficulty level of the program:

a) delete all the words from the DIFF folder

b) move difficult words from the SNDS folder to the DIFF folder and delete words that are too difficult (you must leave at least 6 words in the DIFF folder),

To increase the overall difficulty level of the program:

a) delete all the words from the SNDS folder

b) review the words in the DIFF folder and move less difficult words to the SNDS folder (you must have at least 6 words in each folder)

To narrow the focus to particular kinds of words or a specific word list, remove all but those words from the two folders, making sure to leave at least 6 words in each folder at the end. This could be done at regular intervals to focus attention on different spelling lists.

Creating new audio files

Teachers who are able to create their own audio files using a sound editor can further customize the program by adding words. The pronunciation of existing words could be changed to accommodate regional differences or to emphasize or improve certain pronunciations.

A sound editor which allows the characteristics of the recording (volume, pitch, tempo, noise) to be edited is recommended. However, a basic sound editor such as SimpleSound for the Macintosh and Sound Recorder for Windows will work by following these steps:

Creating an audio file using SimpleSound (Macintosh)

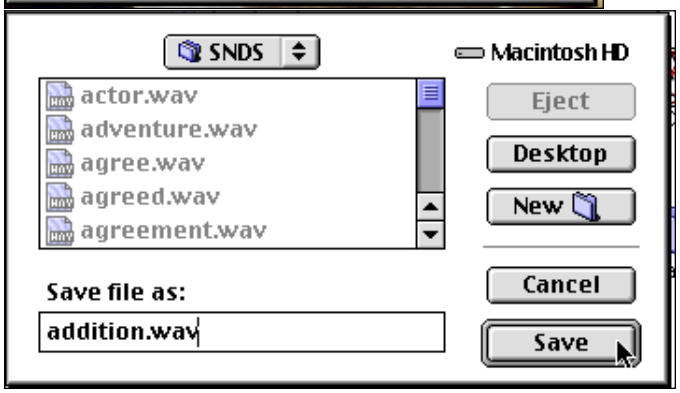
a) Make sure that the microphone being used (either built-in or external) is specified under Input in the Sound Control Panel.

b) Double-click the SimpleSound application.

c) Under the File menu, choose New.

d) Click the Record button, speak the word, then click Stop. Click PLAY to review it.

e) Click Save.



f) Name the audio file **correctlyspelledword.wav** The file must have the extension and the word must be spelled correctly! In the example shown, the new word is "addition." Select the appropriate location (either the SNDS or DIFF folder in the DATA folder.)

Creating an audio file using Sound Recorder (Windows)

a) From the Start menu, choose Programs, then Accessories, then Entertainment, then Sound Recorder.

b) Under the File menu, choose Properties.

c) In Properties, choose **Recording formats** under Choose from and click Convert Now. Then choose **CD quality** under Name on the Sound Selection screen. Click OK.

d) To record, click the red Record button, speak the word, then click Stop. Click PLAY to review it.

e) Under the File menu, choose Save.

f) Name the audio file **correctlyspelledword.wav** The file must have the extension and the word must be spelled correctly! Select the appropriate location for the file (either the SNDS or DIFF folder in the DATA folder.)

Rules for adding words

a) Audio files that are added to the word pool must be in **.aif or .wav** format and their names must be the word followed by a three-letter *.aif* or *.wav* extension.

   For example, to add the word "supplement" to the word pool, an audio file named *supplement.aif* or *supplement.wav* should be dropped or copied into either the SNDS or the DIFF folder, both of which are located in the DATA folder.

b) Words must be 15 letters long or less

c) Words can contain only letters. Hyphens, apostrophes, numerals and other non-letters are not permitted.

The program does not distinguish between upper and lower case.

Cautions & restoring

- Changing the word pool affects every student who runs the program.
- As clarity is of great importance in the program, the sound should be high quality. For example, audio recordings described as "CD quality" are suitable.
- The minimum number of words required in the **Spell Way** word pool is 6 audio files in the SNDS folder and 6 audio files in the DIFF folder. The program will not run with fewer words and will differ in character and effectiveness if a very small word pool is used.
- **You must run UpdateWordList for any word pool changes to come into effect.**
- The original word pool can always be restored by copying the SNDS and DIFF folders, which are located inside the DATA folder, from the original **Spell Way** CD-ROM. The original **WordList.txt** should also be restored at the same time by copying it from the Prefs folder on the original **Spell Way** CD-ROM.

Word Index

SNDS Folder - 428 audio files

A

actor
adventure
agree
agreed
agreement
allow
although
amount
angrily
announcer
anybody
anyone
anything
anywhere
armchair
arrival
arrow
astrology
audio
autograph
automatic
automobile
awake

B

badge
balloon
barrel
basement
battle
beehive
between
bicycle
bigger
biggest
biography
biologist
biology
bleach
boil
borrow
bought
bowling
brain
bridge
briefcase
brighter
brightest
broil
broken
brought
budget

C

cancel
cap
cape
captain
capture
captured
capturing
careful
carefully
chalkboard
charge
cheater
choice
chopstick
circle
circus
cloudy
coil
coin
consumer
contrast
correct
cough
count
courage
create
cricket
crosswalk
crutches
curly
cycle

D

daily
dangerous
daredevil
delight
delighted
delightful
delighting
deny
describe
description
design
dial
dictate
different
disagree
dishwasher
disobey
disorder
display
disrespect
distance
doorknob
double
doubt

E

earthquake
easy
edge
eggshell
else
emptier
emptiest
enact
encourage
endanger
enforce
enjoy
enough
entire
erase
erupt
escape
everybody
everyone
everything
everywhere
evolve
excellent
export
eyebrow

F

false
famous
fearful
feature
field
fight
flagpole
flashlight
flight
foil
followed
follower
following
force
forceful
fought
fracture
frostbite
fundraiser
furniture
future

G

garbage
garbage
gentle
geography
geologist
geology
geometry
golden
grabbed
grabbing
grandfather
graph

H

happen

happier
happiest
happily
haystack
hobbies
homeowner
horsepower

I

icy
import
infielder
inspect
internet
interview
invisible
involve
irritate

J

jacket
join
joint
joyful
joyous
judge
judged
juice

K

knife
knives

L

ladybug
lazy
leapfrog
legal
light
limb
livestock
local
locate
location
luckily

M

manager
manual
manufacture
meanwhile
megaphone
melodies
memories
microcomputer
microscope
microwave
million
mindful
misfit
misplace
misplay
moist
motor
motorcycle
mouth
multimedia
multiply

N

newborn
noise
noisy
noun
novel

O

oatmeal
officer
ought

P

parade
phonics
phrase
picture
pizza
placed
placement
placing
playful
point
pointed
poison
poisoned
poppies
port
portable
porter
predict
prediction
prepare
prescribe
prevent
preview
previous
produce
promise
promised
promising
pulse
purpose

Q

quarter
quick
quiet
quietly

R

railway
react
reason
rebound
recapture
reckless
recycle
reduce
reduced
reducing
remain
remind
replace
reproduce
respect
review
revive
revolution
revolve
rotted
rotten
rotting

S

scarecrow
scarves
scribble
season
secret
settle
settled
settlement
settler
settling
sharpen
sharper
sharpest
shorten
shorter
shortest
shovel
sigh
sign
signal
signature
silence
simple
simpler
simplest
skipped
skipping
slice
slide
slipping
slope
slowly
snapdragon
soak
soil
somebody
someone
something
somewhere
sound
soup
southwest
special
spectacle
spoil
spoken
sprout
stable
stagecoach
stain
steam
steamroller
strawberry
stroke
stubborn
submarine
submerge
subscribe
subtract
subway
suddenly

sunshine
survive
survivor
sweeten
sweeter
sweetheart

T

table
teacher
teaspoon
teenager
telegraph
telecast
telephone
telescope
television
they
thirteen
throat
throw
ticket
tickle
tickled
tickling
tiptoe
toil
token
toothpaste
touch
tough
trail
transfer
transform
translate
transport
transportation
treasure
tried
trouble
trying

U

uncertain
unfit
unhappy
unicorn
unicycle
uniform
unit
unite
universe
unsound
unusual

V

vacancy
vacant
vacation
valley
view
viewpoint
village
visible
vision
visitor
voice
void

W

wage
weekend
wheat
wheel
window
winner
wives
wolves
wonderful
wooden
worried
worry
worrying
worse
writer
wrong
wrongdoing

Y

yourself
youth
youthful

Z

zipper

DIFF Folder - 159 audio files

A
abrupt
advantageous
adventurous
antibiotic
asteroid
astronaut
astronomer
astronomy
audible
audience
audition
auditorium
autobiography

B
beautiful
beauty
because
believe
believed
believer
believing
breathtaking

C
capsize
cavities
centipede
challenging
chief
circular
circulate
circumference
comfortable
comfortably
contradict
contrary
controversy
courageous

D
daughter
decide
decision
designate
dictator
disadvantage
discourage
disguise
disrupt

E
editor
eighteen
eruption
evacuate
exciting
expedition
experience

F
fourteen
friend

G
galaxies
graphic

H
happened
happening
hedgehog
height
hideaway
highlight
homophone
horror

I
illnesses
impossible
inspector
intermediate
intermission
internal
international
interrupt

J
judging

K
knapsack
knowledge

L
lightning
listen
literature
locomotive

M
manicure
manipulate
manuscript
masterpiece
merciful
microphone
misfortune
misjudge
misspell
moisten
multiple
multiplication
mysterious

N
nickel
niece

O
ointment
ostriches
outrageous

P
paperweight
pedestal
pedestrian
phantom
photocopier
photocopy
photography
physical
poised
poisoning
poisonous
potato
potatoes
prehistoric
premature
prescription
priest

R
receive
relief
respectful
retrieve
revival
rupture

S
scientist
scissors
shoulder
significant
skyscraper
specify
spectacular
spectator
speculate
started
subdue
subscription
symphony

T
texture
thief
thieves
thumbtack
tinier
tiniest
tomato
tomatoes
tornado
trademark
transfusion
transit
transparent

U
unique
unison
unnatural
unnecessary

V
vacate
vacuum
vegetable
verdict
visualize
vivid

W
wheelbarrow
wound
wrestle

Student Records Version

Activating student records

Writing student progress records to the hard drive for review by teachers is an optional feature of **Spell Way,** which can be activated **ONLY if the Records Version of Spell Way is copied to and run from a hard drive.** To use this optional feature:

> Copy all of the contents of the Records Version folder on the Spell Way CD to a new folder named Spell Way Records Version on the hard drive.

Once this is done, student records will be generated by **ALL students in ALL classes** who run from the Spell Way(.exe) file located in the Spellway Records Version folder.

Generating student records

In the Records Version, students who click QUIT will see the screen:

If they click *NO*, no record is generated. Therefore, teachers who wish to use the electronic student records should instruct their students to answer *YES*.

If students click *YES* the following screen appears:

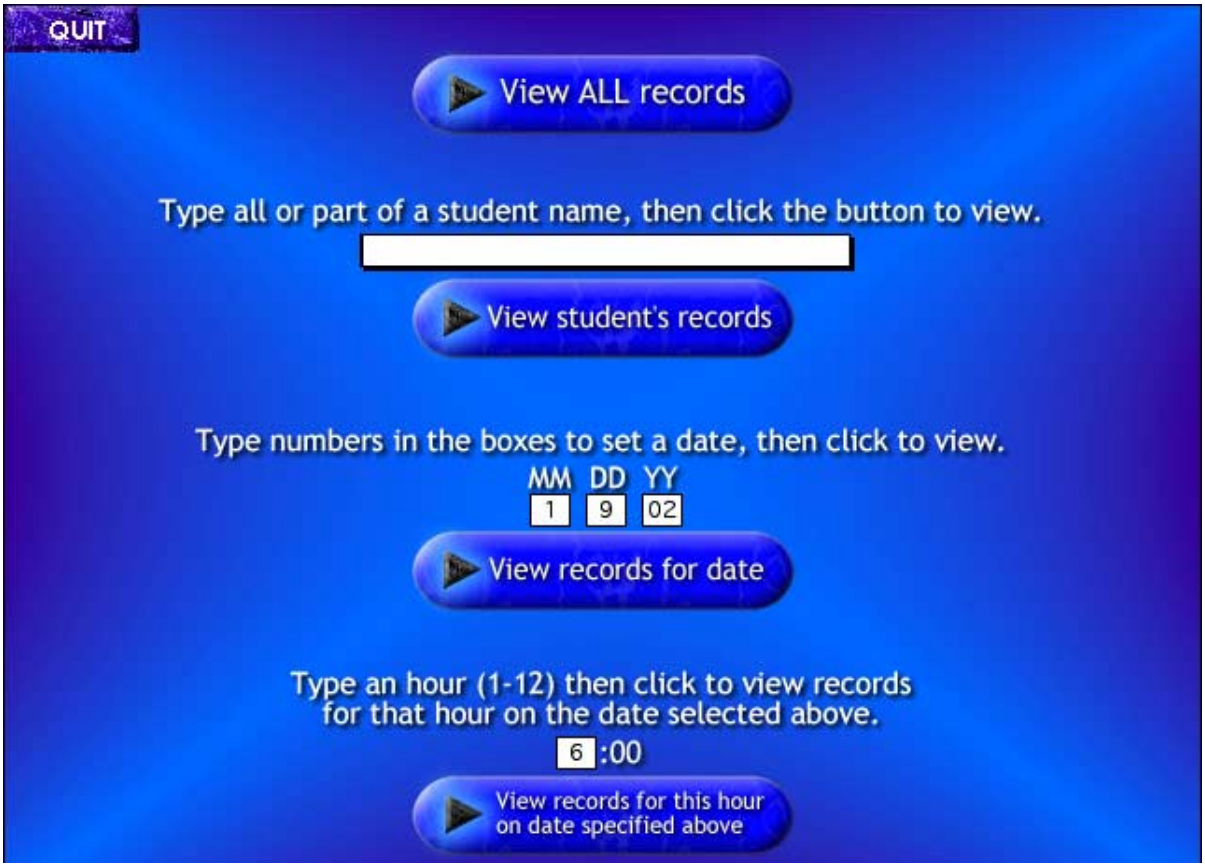
After typing a name and clicking *DONE*, a record of achievement for that session is written into the Prefs folder on the hard drive.

> **Important:**
>
> **In a network situation, check that files are allowed to be written to the Prefs folder.**

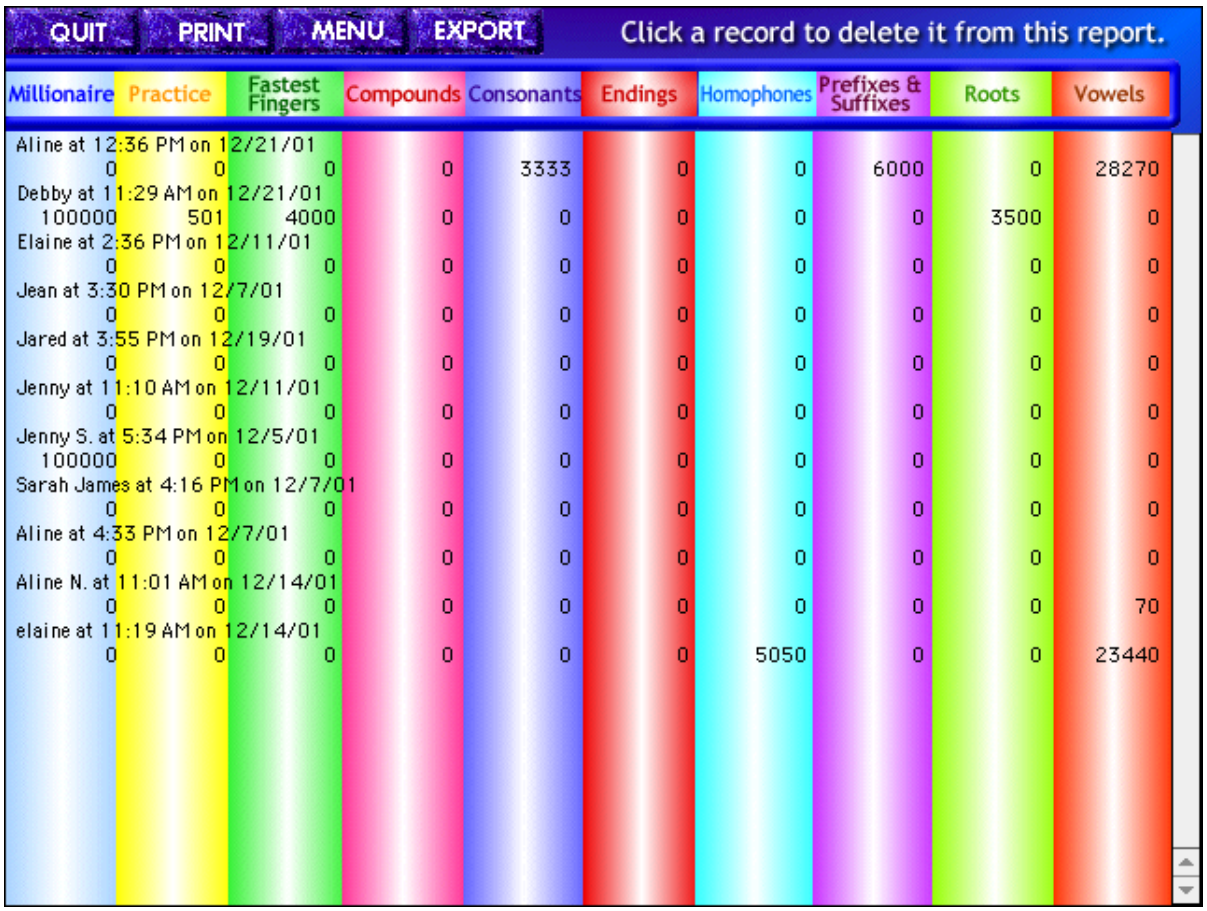
Each session record is a file containing the student name as typed, the completion time and date for the session, and the cumulative winnings for each of the ten activities.

Record Viewer

Teachers may view the student records by double-clicking Record Viewer (or Record Viewer.exe), one of the files which was copied to the Spell Way Records Version folder on the hard drive.


QUIT
View ALL records
Type all or part of a student name, then click the button to view.
View student's records
Type numbers in the boxes to set a date, then click to view.
MM DD YY
1 9 02
View records for date
Type an hour (1-12) then click to view records
for that hour on the date selected above.
6 :00
View records for this hour
on date specified above

A "View ALL records" example screen is shown on the next page.


QUIT
PRINT
MENU
EXPORT
Click a record to delete it from this report.
Millionaire
Practice
Fastest Fingers
Compounds
Consonants
Endings
Homophones
Prefixes & Suffixes
Roots
Vowels
Aline at 12:36 PM on 12/21/01
0 0 0 0 3333 0 0 6000 0 28270
Debby at 11:29 AM on 12/21/01
100000 501 4000 0 0 0 0 0 3500 0
Elaine at 2:36 PM on 12/11/01
0 0 0 0 0 0 0 0 0 0
Jean at 3:30 PM on 12/7/01
0 0 0 0 0 0 0 0 0 0
Jared at 3:55 PM on 12/19/01
0 0 0 0 0 0 0 0 0 0
Jenny at 11:10 AM on 12/11/01
0 0 0 0 0 0 0 0 0 0
Jenny S. at 5:34 PM on 12/5/01
100000 0 0 0 0 0 0 0 0 0
Sarah James at 4:16 PM on 12/7/01
0 0 0 0 0 0 0 0 0 0
Aline at 4:33 PM on 12/7/01
0 0 0 0 0 0 0 0 0 0
Aline N. at 11:01 AM on 12/14/01
0 0 0 0 0 0 0 0 0 70
elaine at 11:19 AM on 12/14/01
0 0 0 0 0 0 5050 0 0 23440

Buttons at the top of the screen may be used to PRINT the screen, return to the preceding MENU screen, or EXPORT the data. Clicking a record deletes it from this view, but not from the hard drive.

EXPORT creates a comma delimited text file in the Prefs folder, which can be used as data by many spreadsheet or database programs. These programs can then be used to sort, compare or graph the information as desired. After clicking EXPORT the name of the file created is displayed. The general form of the name is EX followed by up to 6 digits, followed by ".txt".

Cautions & restoring

- Periodically **delete the record files from the Prefs folder to free up space on the hard drive**. The general form of the name of these record files is an eight digit number followed by ".txt". You should delete all files with names of the form xxxxxxxx.txt at the end of each term. When doing this, be careful not to delete WordList.txt. If you do, create it again with UpdateWordList (see page 20).
- To use the original non-record-keeping version, run Spell Way(.exe) from the CD-ROM or follow the directions on page 5 to copy **Spell Way** to a hard drive, or, if you still have the original *Spell Way Folder* on the hard drive, run the Spell Way(.exe) from that folder.